

October 20, 2021



**Re: Building Official Services - Request for Proposal**

Dear Building Official:

The City of Shafer is seeking proposals for providing Building Official services for residential, commercial, and industrial building inspections. Also Zoning Administration, Code Enforcement and Fire Inspections.

Shafer has adopted the Minnesota State Building Code and Fee Schedule. Please provide a detailed description of the following:

Compensation

1. Your percentage of Permit fee.
2. Your percentage of Plan Review fee.
3. Other fees (i.e. fixed fees, plumbing, mechanical, maintenance, demolition etc.).
4. Explain what the fees cover and how they are calculated.
5. Do you provide services for non-permitted work (i.e. asbestos, lead, condemnation inspections, etc?). If so, what are your charges?
6. The City requires a building to be inspected prior to it being moved into Shafer. Do you provide such service and what is your fee for such inspections?
7. What is your billing procedure (i.e. monthly, quarterly, etc.)?
8. What is your refund policy?
9. How do you handle fees for municipal projects such as water and sewer facilities?
10. How do you establish the value of a building project?

Inspection Services

1. What is the minimum time you require to process an application?
2. What is your minimum required notification time for inspection requests?
3. What is the inspectors traveling distance to Shafer? Where will the inspector reside or where is their office located?
4. How many times per week would you be in the community?
5. Will the inspector be available via telephone for questions, inspection scheduling, etc.? Do you offer a toll free telephone number?
6. Would you require any special arrangements with the City (i.e. office area, telephone, computer, filing cabinet, etc.)?

*(cont'd on next page)*

7. Describe a typical application process commencing with a resident's phone call or initial application to final inspection.
8. How would you describe your relationships with the communities that you are affiliated with?
9. Provide with your proposal a copy of your Building Permit Application, forms, documents, and handouts that you make available to cities and applicants.
10. Quarterly Surcharge reports to be made by the Building Official to the MN DOLI as required with copies being sent to the City of Shafer with the fees to be paid.
11. Provide Zoning Administration duties (ie, issue permits for fences, sheds, etc)
12. Provide City Code Enforcement duties (ie, patrol city and write violation notice letters)
13. Provide Fire Inspection duties (must be qualified to inspect commercial properties, apartments)

### Inspection Certification

1. Provide information about your company such as a list of current clients and number of years of service, number of full-time inspectors and where they are located, support staff, and any other appropriate information.
2. Will the on-site inspector be fully certified as a Minnesota Certified Building Official? What is the experience of the inspector assigned to Shafer?
3. What commercial project plan reviews and/or inspections has the inspector done?
4. List and provide copies of Minnesota State Certifications and any National Certifications (i.e. ICC Certification)

Please submit your proposal by 3:00 p.m., **November 16, 2021**. The Shafer City HR Committee will review all proposals and conduct interviews **on December 6, 2021**. Upon receiving your proposal and if required I will contact you to discuss an interview time.

Please feel free to contact me if you have any questions at 651-257-4726 ext 0  
Or send email to: [cityhall@shafermn.com](mailto:cityhall@shafermn.com)

Sincerely,

*Joan Ciesler*

Joan Ciesler  
City Clerk